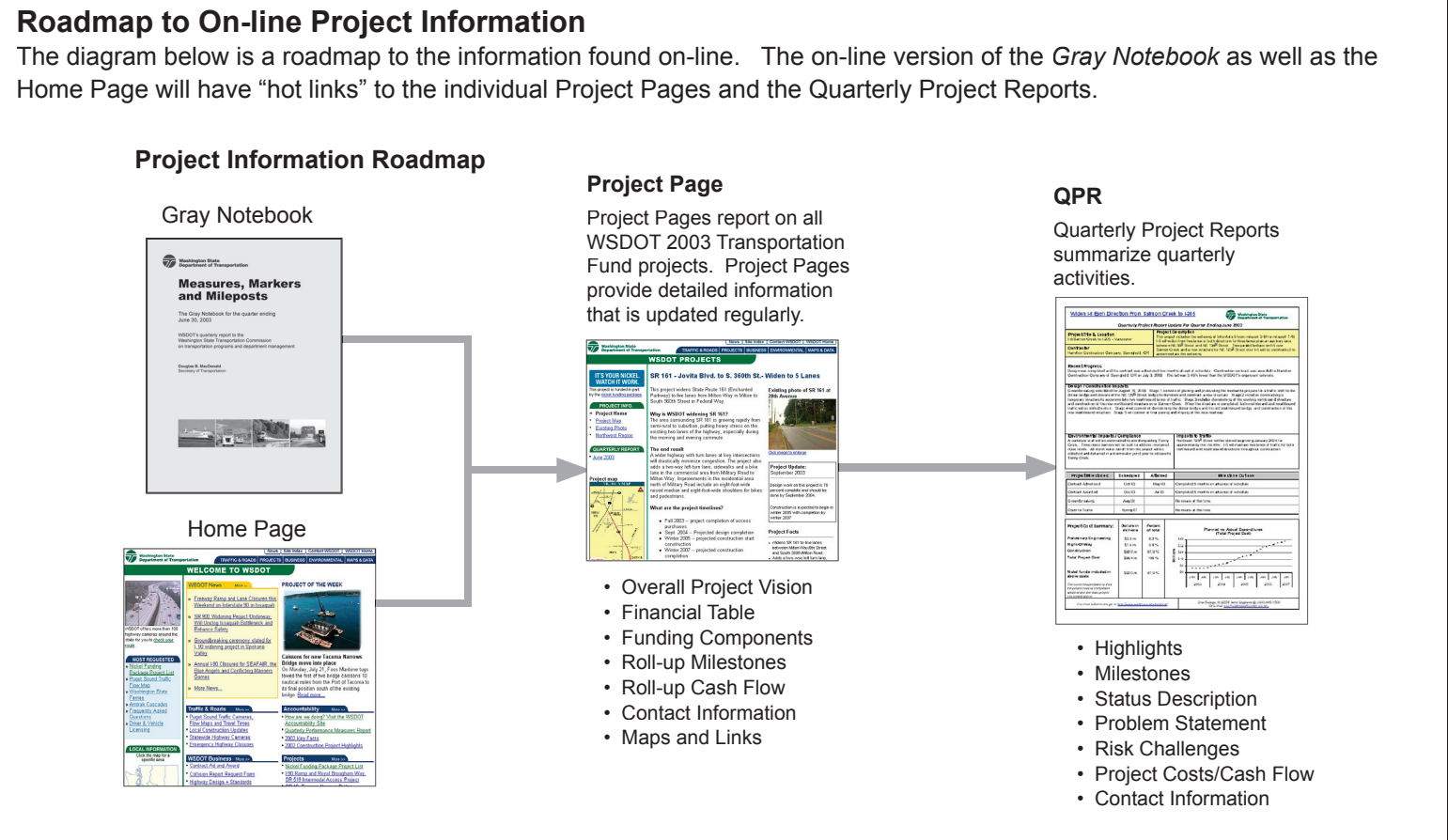


Navigating the Roadmap

<http://www.wsdot.wa.gov/>



Delivering the Program at the Project Level

It is the long-standing policy of the Washington State Department of Transportation to deliver each project funded by the legislature on time, within budget and as scoped; and, to communicate deviations from commitments early and accurately.

For Information Contact:

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Project Control and Reporting

Delivering the Capital Construction Programs at the Project Level

WSDOT's Project Control and Reporting Office monitors, tracks and reports the delivery of Washington State's Capital Construction Programs. As steward of Washington's transportation capital program and its resources, the Department of Transportation is committed to managing and delivering each project funded by the legislature as scoped, on time, and within budget.

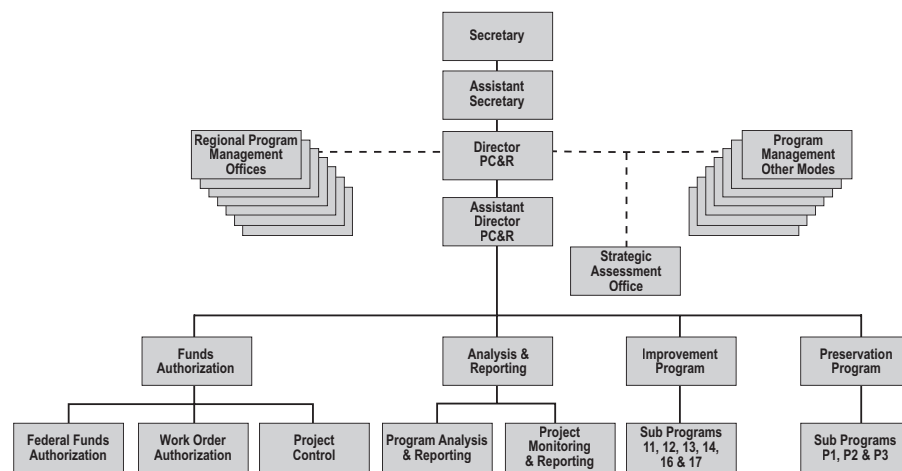
Delivering Washington's Transportation Infrastructure . . .On Time! On Budget! No Surprises!

Managing the Transportation Capital Programs

Monitoring, tracking and reporting delivery of the capital construction programs involves a network of program management staff statewide. The Project Control & Reporting Office in the Olympia Headquarters coordinates with Program Management Offices in each of the six geographic regions, the Urban Corridors Office and the Strategic Assessment Office (SAO).

In conjunction with the Highway Program, each of the Department's other modal offices that deliver capital construction projects also has program management staff who perform parallel functions and coordinate reporting with the headquarters Project Control and Reporting Office. Those offices include Washington State Ferries, Rail Office, Traffic Office, Facilities Office and Highways and Local Programs.

WSDOT Project Control & Reporting Organization



Oversight and Troubleshooting

Project information is gathered from a variety of sources within WSDOT and is principally the responsibility of the various regional administrators and their project teams. As a regular part of its project management and accountability strategy, a team of senior WSDOT managers from Olympia meets in each region each quarter to perform due diligence on progress and status for each project and to offer assistance, support and coordination of issues or problems arising with any project. This process also facilitates the ability of headquarters staff to discuss project status with members and staff of the House and Senate to report from first hand knowledge about the projects to the Transportation Commission.

Program Delivery Functions

- Control expenditures through a rigorous work order and proactive funds management and control process
- Manage changes on projects through an extensive and proactive project change management and control process focused on early warning and early intervention
- Manage the department's federal and state expenditures within the appropriate expenditure authority for each funding program
- Measure and report the Department's performance in delivering the construction program to improve performance in delivery and be accountable to the Legislature and taxpayer

Program Delivery Process

Project and Program Reporting

Project Delivery Process

Pre-Construction Phase

• Design • R/W • Environmental Documentation

Construction Phase

• Advertisement • Award • Construction • Open to Traffic

Project Change Management

Project Change Management

Change Order

Program Delivery Tools

- Project Control Forms
- Work Order Authorization Process
- Capital Program Management System
- Transportation Executive Information System (TEIS)
- Senior Management Quarterly Project Review Meetings
- Federal Aid Project Authorization

Transportation Executive Information System

Gray Notebook

Project Web Page

Quarterly Project Report Web Page

Gantt Chart**

Adjusted Budget*

Federal Project Authorization**

Work Order Authorization

Funds Management

- * Projects requiring Legislative approval only
- ** Nickel Projects Only
- *** Federal Aid Projects Only

Reports

- Gray Notebook (Published by SAO)
- Project Web Pages
- Quarterly Project Reports (QPRs)
- A variety of program and project delivery reports
 - Summary of Adjustments to Project Delivery
 - Project Status Report (Gantt Charts)